Key Inventory

FY	Department	Division	Key Coordinator	Office Phone

Campus Master Set - Fill in CM for key number and leave access location blank
Campus Contractor Set - Fill in CONT for key number and leave access location blank
Building Master - Fill in BM for key number and fill in building while leaving location blank
Gang Keys - Keys used by multiple staff members of a Department, not assigned to a single member

For a Key Transfer, ensure that a Key Transfer Form has been completed and approved.

Access Location		Staff Member Assigned Responsibility (For Gang Keys, Dean or Director	Date Checked	Date Returned	Key Transfer	Lost Key	Key Coordinator Signature	
Building	Room #	Signature Required here)	Out					
	Access Location Building		Access Location Responsibility (For Gang Keys, Dean or Director	Access Location Responsibility Checked (For Gang Keys, Dean or Director	Access Location Responsibility Checked (For Gang Keys, Dean or Director Out Returned	Access Location Responsibility Checked (For Gang Keys, Dean or Director Out Court Transfer	Access Location Responsibility Checked (For Gang Keys, Dean or Director Out Returned Transfer Key	